

**NEW JERSEY MODEL EMPLOYER/AGENCY AGREEMENT  
FOR PAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES**

*(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-4 Structured Learning Experience)*

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SLE Teacher Coordinator: \_\_\_\_\_ SLE Teacher Coordinator Phone #: \_\_\_\_\_

**Student Emergency Phone #:** \_\_\_\_\_ **Emergency Contact Info:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Relation to Student:** \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_ Employer ID #: \_\_\_\_\_

SLE Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SLE Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

SLE Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

SLE Hours of SLE Activities: \_\_\_\_\_ to \_\_\_\_\_ √All That Apply: Mon. \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thus \_\_\_\_\_ Fri \_\_\_\_\_

Student will report to the SLE site: Daily \_\_\_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

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**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4*, Structured Learning Experiences, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-4.1(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-4.3*)
- (5) The district will maintain the student's records reflecting the paid structured learning experience, (*N.J.A.C. 6A:19-4.1(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, the school district and business/agency understand that the intent of this paid structured learning experience is instructional, not productive employment. Therefore, the paid structured learning experience (SLE) must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the paid structured learning experience meets the following regulatory requirements:

- (1) The student is at least 16 years of age;
- (2) The structured learning experience must be related to a formal training plan for the student\*\*;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade and/or credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor; *and*
- (7) The student does not replace an employee.

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**In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to an offer of employment at the conclusion of the paid, school-sponsored structured learning experience.**

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_ Signature: \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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**PART 3: INSURANCE STATEMENT:** The student is a paid employee when participating in a school-sponsored, paid structured learning experience; therefore, the student must be covered by the employer's liability insurance and workers' compensation insurance during the structured learning experience. The student is responsible for transportation from school to the structured learning experience site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive.<sup>+</sup> The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the structured learning experience teacher prior to the start of the paid, school-sponsored structured learning experience.

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**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the paid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.\*\*
- (7) I understand that my SLE grade will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

**I understand that this is a paid structured learning experience and I am not entitled to a promise of employment at the completion of the paid structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

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**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the paid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.\*\*
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

**I understand that this is a paid, school-sponsored structured learning experience and that the student is not entitled to a promise of employment at the completion of the structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

I hereby give my consent for \_\_\_\_\_ to participate in this paid, school-sponsored structured learning experience during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 5: COMPLETION OF PAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE**

Upon completion of the paid, school-sponsored structured learning experience, I certify that the student has received training in the areas indicated on the attached student training plan\*:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SLE Teacher Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Grade and/or Credit Awarded: \_\_\_\_\_

*\* If the SLE was not completed, or if a grade/credit was not awarded, explain why here:*

*<sup>+</sup> Transportation of the student to and from the cooperative education training site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.*

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**\*\*REQUIRED ATTACHMENTS: Student Training Plan and Employment Certificate (Working Papers)**

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**ADDITIONAL IMPORTANT INFORMATION**

- Attach a copy of the student training plan to this document before signatures are gathered. Training Plan (N.J.A.C. 12:58-1.2(d), New Jersey Department of Labor and Workforce Development) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. All structured learning experiences must be accompanied by a student training plan.
- The student must have a completed employment certificate (working papers) prior to placement onto the paid cooperative education experience site. Employment Certificate (N.J.S.A. 34:2-21.1, New Jersey Department of Labor and Workforce Development), means a certificate granted by the issuing officer authorizing the employment of a child as permitted under this act.
- “Structured learning experience (SLE)” means experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career education and counseling. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals.
- This form may be used for the following paid, school-sponsored structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:
  - 12<sup>th</sup> grade options (if paid)
  - Community-based instruction/placements<sup>+</sup> (if paid)
  - Community rehabilitation program<sup>+</sup> (if paid)
  - Career exploration/orientation (if paid)
  - In-school work experience<sup>+</sup>
  - School-based or school-sponsored enterprise (if paid)
  - Sheltered workshops<sup>+</sup>
  - Supported employment<sup>+</sup>
  - Vocational assessment/exploration<sup>+</sup> (if paid)

<sup>+</sup> *Requires an Individual Education Plan (I.E.P.)*

- Link to “Guidelines for Structured Learning Experiences”: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)
- Link to “Child Labor Laws for Employers” Brochure: <http://www.nj.gov/labor/lse/forms/MW-36.pdf>
- Link to New Jersey Child Labor Laws and Regulations:  
[http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child\\_labor\\_law.html](http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child_labor_law.html)
- Youth Rules for Positive and Safe Work Experiences: <http://www.youthrules.dol.gov/>
- "Youth 2 Work" Teen Worker OSHA Resources: <http://www.osha.gov/SLTC/teenworkers/>